

# January 22, 2018 - January 28, 2018

January 2018							February 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28			

## Monday, January 22

- 7:30am - Enter PP time ☰
- 8:00am - 8:30am Check-in with Deb (Alex's Office) - Dunn, Alexandra ☰
- 9:00am - 10:00am Coffee with Office Directors (Belknap (Call-in 617 918-2222; conference code (b) (6) - Szaro, Deb ☰
- 10:00am - 10:30am Auxiliary for OD Meeting - Szaro, Deb ☰
- 1:00pm - 1:45pm Briefing: Labor Management Partnership (Alex's office) - Dunn, Alexandra
- 2:00pm - 3:00pm Senior Staff?
- 3:45pm - 5:00pm No Meetings ☰

## Tuesday, January 23

- 8:00am - 8:30am Check-in with Deb (Alex's Office) - Dunn, Alexandra ☰
- 8:30am - 9:00am Briefing - Hartford MDC (Keough Room - Large RA Conference Room) - Dunn, Alexandra
- 9:00am - 10:30am Office Directors + adding agenda and attachments (Keough Room (Call in 617 918-2222; conference code
- 10:30am - 11:15am Briefing: Lab Operation prior to Lab visit (Alex's office) - Dunn, Alexandra
- 11:15am - 11:45am Shadowing OARM (Deb's office) - Szaro, Deb
- 12:00pm - 1:00pm Canceled: National HQ & RG 1st Assistants VTC
- 1:15pm - 1:55pm FW: Briefing - NHMS4 in preparation for 2.1 mtg
- 2:00pm - 2:45pm Briefing - Merrimack (Belknap) - Dunn, Alexandra
- 3:00pm - 3:30pm Review Calendar and Email Access (Deb's office) -
- 3:45pm - 5:00pm No Meetings ☰
- 4:00pm - 4:45pm Final Agency Review for Final 2016 Effluent

## Wednesday, January 24

- 7:30am - 8:00am Check-in with Deb (Alex's Office) - Dunn, Alexandra
- 8:15am - 8:45am Tribal Program Briefing - continued (Alex's office)
- 8:45am - 9:30am Briefing - ERS System (Belknap) - Szaro, Deb
- 9:00am - 10:30am OARM (OARM Office) - Szaro, Deb ☰
- 10:30am - 11:00am continued discussion on OIG citizen science
- 11:00am - 11:45am Green Chemistry (Deb's Office) - Szaro, Deb ☰
- 12:00pm - 12:15pm ORC Administrative (Deb's office) - Szaro, Deb
- 12:30pm - 1:00pm Computer Screen Installation (Deb's Office) -
- 1:30pm - 2:00pm Ethics Survey (annual) (Deb's office) - Szaro, Deb
- 2:00pm - 3:00pm Regional Call (Call in # 1.484.352.3221 Code:
- 2:00pm - 3:00pm Hold for Regional Calls - Szaro, Deb ☰
- 3:00pm - 3:45pm Briefing for IPPC (Deb's office) - Szaro, Deb
- 3:00pm - 4:00pm Great Lakes, Lead Sensor, Genomics for
- 3:45pm - 5:00pm No Meetings ☰

## Thursday, January 25

- 7:00am - 7:30am HQ Weekly Report ☰
- 9:00am - 4:00pm OEME All Day (Deb's office)
- 12:00pm - 1:00pm DRA and DAA Business Operations Videoconference (EPA HQ WJCN 3330/3346 (Conference line: 1-866-299-3188, Code: (b) (6) - RegionalOperations
- 1:00pm - 2:00pm Canceled: DRA and DAA Business Operations Videoconference (EPA HQ WJCN 3330/3346 (Conference line: 1-866-299-3188, Code: (b) (6) - Kent, Alison
- 3:45pm - 5:00pm No Meetings ☰

## Friday, January 26

- Flex Day ☰
- 3:45pm - 5:00pm No Meetings ☰

## Saturday, January 27

## Sunday, January 28

- 3:00pm - 3:30pm Shoreham Hotel (Confirmation 40030720333)
- 5:00pm - 6:51pm American Airlines Flight 2149 (Confirmation IPVIIK - Agency Record Locator J7TPPK)